

110 Department Response.

1. All public records ~~or information~~ in the possession of the Department not specifically exempt as a public record by the Act, or this Regulation, shall be made available upon written request within seven (7) ~~fourteen (14)~~ working days from the date of receipt of said request except as provided in subsections (2), (3) and (4) of this section.
2. If the Department cannot produce the record(s) requested by the requestor by the seventh working day, it will provide a written explanation to the requestor stating:
  - a. that the Department will produce the record(s) requested, unless exempt by law,  
and
  - b. the specific reasons that the request cannot be produced within the seven-day period.Records produced pursuant to this subsection will be provided no later than 14 working days from the date of the receipt of the request, unless exempt by law.
3. If the requestor and Department agree, a response period longer than 14 working days from the receipt of the request shall be allowed to answer the request.
4. If the request is denied, the department will notify the requestor in writing that the request is denied and provide the specific reason for the denial.

(Amended 2010.)